

At the Regular Meeting of the Greenville County Water and Sewer Authority, held on Monday, September 21, 2020, with Regular Session beginning at the conclusion of the Board of Supervisors Meeting, via Live Stream due to the COVID-19 Pandemic, at the Golden Leaf Commons, 1300 Greenville County Circle, Emporia, Virginia

Present: William B. Cain, Chairman
James R. Brown, Vice-Chairman
Belinda D. Astrop
Tony M. Conwell

Chairman Cain called the meeting to order.

In Re: Closed Session

Chairman Cain recommended the Authority go into Closed Session, Section 2.2-3711 (a)
1) Personnel Matter.

Mr. Conwell moved, seconded by Mr. Brown, to go into Closed Session, as recommended. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Regular Session

Mr. Cain recommended the Authority return to Regular Session.

Mrs. Astrop moved, seconded by Mr. Brown, to go into Regular Session. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Certification of Closed Meeting – Resolution #WS-20-62

Mr. Conwell moved, seconded by Mr. Brown, to adopt the following Resolution. A roll call vote was taken, as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

**RESOLUTION #WS-20-62
CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Greenville Water and Sewer Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Greenville County Water and Sewer Authority that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED that the Greenville County Water and Sewer Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Greenville County Water and Sewer Authority.

In Re: Approval of Agenda

Chairman Cain recommended approval of the Agenda with no added items.

Mr. Conwell moved, seconded by Mr. Brown, to approve the Agenda, as submitted. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Approval of the Consent Agenda

Chairman Cain recommended approval of the Consent Agenda consisting of the following:

Approval of minutes for the meeting of September 8, 2020.

Budgetary Matters consisting of the following: Fund #001 &002 – Journal Voucher #32, in the amount of \$30,951.00 and Journal Voucher #33, in the amount of \$1,259.00, both of which are incorporated herein by reference.

Warrants:

Approval of Total Accounts Payable for September 21, 2020, in the amount of, \$1,379,535.25

Approval of General Accounts Payable, in the amount of, \$1,377,845.25
Approval of Special Projects, in the amount of, \$1,690.00

Mrs. Astrop moved, seconded by Mr. Conwell, to approve the Consent Agenda with the exception of the minutes. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Public Hearing

Mr. Cain recommended that the Authority go into Public Hearing to solicit public comments regarding the Proposed Changes to the Water and Sewer Rates

Mr. Conwell moved, seconded by Mr. Brown, to go into Public Hearing. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Proposed Changes to Water and Sewer Rates

Mr. Glen Gibson, Assistant Director, addressed the Authority stating that the Authority previously adopted Resolution #WS-20-56 that set forth the Authority's proposed water rate increase at 6% and a 5% sewer increase. He stated that the resolution also authorized the administration to advertise the Public Hearing on the proposed rate change to be held tonight.

Chairman Cain asked if anyone present who wished to speak in favor of or in opposition of the proposed changes to the water and sewer rates.

Mr. Linwood Matthews, 766 Courtland Road, addressed the Authority stating that he know water rates would have to be increased at some point due to expenses. He asked that the Authority not find any new corporations, prisons, etc., because every time the Authority find something, the water rates increased. He stated that with the correctional facility, upgrades to water plants and Dominion Power, the water rates still increased instead of decreasing. Mr.

Matthews stated that unless the Authority found something to come in to this community and make the Authority some money, projects needed to be kept to a minimum.

In Re: Regular Session

Chairman Cain recommended that the Authority return to Regular Session.

Mrs. Astrop moved, seconded by Mr. Conwell, to return to Regular Session. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Proposed Increase to the Water and Sewer Rates Resolution #WS-20-63

Mr. Gibson stated that the resolution was needed to actually increase the water and sewer rates. He then read the following resolution into record as follows and requested approval.

**RESOLUTION #WS-20-63
INCREASED WATER AND SEWER RATES**

WHEREAS, the Greenville County Water and Sewer Authority (GCWSA) has determined that its rates for the provision of potable water and treatment and disposal of wastewater must be increased to fund expenses necessarily and properly attributable to furnishing the services; and

WHEREAS, the most recent water rate increase for GCWSA was effective January 2020 and the most recent sewer rate increase for GCWSA was effective January 2020; and

WHEREAS, by resolution duly adopted on August 25, 2020, GCWSA set forth its proposed water rate increase of six percent (6%) and its proposed sewer rate increase of five percent (5%), which increased rates shall become effective on October 1, 2020; and

WHEREAS, in compliance with the Code of Virginia GCWSA published notice of a public hearing to be conducted on September 21, 2020, which notice set forth the proposed schedules of water and sewer rates; and on September 21, 2020, GCWSA duly conducted the public hearing as advertised; and

WHEREAS, the expenses of GCWSA have increased sufficiently as to warrant an increase of six percent (6%) in GCWSA's water rates and an increase of five percent (5%) in GCWSA's sewer rates, which increased rates shall become effective on October 1, 2020; and

WHEREAS, there will be no increase in the non-user water rates or the non-user sewer rates.

NOW, THEREFORE, BE RESOLVED that the Board of Directors of Greenville County Water and Sewer Authority hereby adopts the following increased rates for water and sewer service, which increased rates shall become effective on October 1, 2020:

Water Rates

Residential	Existing	Proposed
First 3,000 gallons per month	\$ 18.31	\$ 19.41
Each additional 1,000 gallons per month	\$ 6.10	\$ 6.47
Non-user rate per month	\$ 6.00	\$ 6.00
Commercial, Industrial and Institution Customers		
First 3,000 gallons per month	\$19.28	\$ 20.44
Each additional 1,000 gallons per month	\$ 6.43	\$ 6.82
Non-user rate per month	\$ 6.00	\$ 6.00
Negotiated Commercial, Industrial and Institutional Rates		+ 6.0%

Sewer Rates

Residential	Existing	Proposed
First 4,000 gallons per month	\$ 34.49	\$ 36.21
Each additional 1,000 gallons per month	\$ 6.90	\$ 7.25
Unmetered sewer supply	\$ 39.38	\$ 41.35
Non-user rate per month	\$ 9.97	\$ 9.97
Commercial, Industrial and Institution Customers		
First 4,000 gallons per month	\$40.22	\$ 42.23
Each additional 1,000 gallons per month	\$ 8.04	\$ 8.44
Non-user rate per month	\$ 9.97	\$ 9.97
Negotiated Commercial, Industrial and Institutional Rates		+ 5.0%

Mr. Conwell moved, seconded by Mr. Brown, to approve Resolution #WS-20-63. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, nay.

In Re: Approval of Fiscal year 2021 Budget – Resolution #WS-20-64

Mr. Gibson read the following resolution into record and requested approval.

RESOLUTION #WS-20-64

APPROVAL OF FISCAL YEAR 2021 BUDGET

WHEREAS, the Recommended Operating, the Capital Budget for the Fiscal Year 2021 and the Five Year Capital Improvement Plan has been duly presented to the Authority and revisions made;

NOW, THEREFORE, BE IT RESOLVED that for informational and fiscal planning purposes, the Greenville County Water and Sewer Authority adopts, as incorporated herein by reference, an Operating Budget – Water of \$2,914,415 and an Operating Budget – Sewer of \$2,797,084.

NOW, THEREFORE, BE IT RESOLVED that for informational and fiscal planning purposes, the Greenville County Water and Sewer Authority adopts, as incorporated herein by reference, a Capital Budget – Water of \$158,227, a Capital Budget – Sewer of \$299,705 and the Five Year Capital Improvement Plan.

FURTHER, BE IT RESOLVED, that no expenditure shall be made or money shall be paid out until an appropriation is made by this governing body.

Mr. Conwell moved, seconded by Mr. Brown, to approve Resolution #WS-20-64. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Moratorium on Annual Merit Increases for Authority Employees – Resolution #WS-20-65

Mrs. Parson stated that the resolution mirrored the resolution presented by the County over a month ago. She stated that Staff was requesting action regarding the following resolution.

RESOLUTION #WS-20-65 MORATORIUM ON ANNUAL MERIT INCREASES FOR AUTHORITY EMPLOYEES

WHEREAS, the COVID-19 crisis has imposed hardships on Greenville County Water and Sewer Authority (“GCWSA”), including the possibility that the Authority’s revenues may be less than in previous years;

WHEREAS, the Authority has a longstanding policy of awarding merit increases to employees, each year, based on each employee’s level of performance; and

WHEREAS, on account of COVID-19 issues, including the unpredictable impact on revenues, the Authority has decided to impose a moratorium on the awarding of annual merit increases until such time as the COVID-19 crisis has passed.

IT IS, ACCORDINGLY, HEREBY RESOLVED as follows:

1. The Authority hereby imposes a moratorium on the awarding of annual merit increases, as a result of which moratorium no annual merit increases will be hereafter awarded until the Authority rescinds the moratorium effected hereby.
2. The Greenville County Water and Sewer staff will continue its practice of preparing annual evaluations of each employee throughout the term of the moratorium, so that the Authority will have that information available to it if and when the moratorium is rescinded.
3. Unless the moratorium has been rescinded at an earlier date, at a duly convened meeting of the GCWSA in March 2021, the Authority will review the moratorium effected hereby, and make such revisions to said moratorium, if any, as the Authority determines to be appropriate.

Mrs. Astrop moved, seconded by Mr. Brown, to approve Resolution #WS-20-65. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr Brown, aye; Mr. Conwell, nay and Chairman Cain, aye.

In Re: Resolution #WS-20-66 – General Engineering Services Contract

Mr. Gibson addressed the Authority and read the following resolution into record. He then requested approval.

RESOLUTION #WS-20-66
AWARD OF CONTRACTS FOR GENERAL ENGINEERING SERVICES

WHEREAS, Greenville County Water and Sewer Authority (“GCWSA”) issued a Request for Proposals (“RFP”) for General Engineering Services; and

WHEREAS, GCWSA received proposals from five firms; and

WHEREAS, after reviewing and evaluating all proposals submitted in response to the RFP, The selection committee interviewed four of the firms; and

WHEREAS, GCWSA has determined contracts should be awarded to both the Timmons Group and B&B Consultants, Inc., for the provision of general engineering services.

NOW, THEREFORE, BE RESOLVED that the Board of Directors (“Board”) of Greenville County Water and Sewer Authority hereby:

1. Awards contracts to both the Timmons Group and B & B Consultants, Inc., for the provision of general engineering services for a term of three years as set forth in the RFP.

2. Adoption of this resolution constitutes publication of the Board's award of each said contract.
3. The Board authorizes the preparation of a notice of its award for each of said contracts, and further directs that such notice be emailed and sent via First Class U. S. Mail to all unsuccessful firms which submitted proposals in response to the RFP.
4. The Board authorizes the GCWSA Attorney to draft contracts between GCWSA and the Timmons Group and B&B Consultants, Inc. and further authorizes the GCWSA Director, to execute said contracts, conditioned on approval thereof by the GCWSA Assistant Director and the GCWSA Attorney.

Supervisor Conwell moved, seconded by Supervisor Astrop, to approve Resolution #WS-20-66. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Resolution #WS-20-67 – Covid-19 – Extension of the Service Disconnections

Mrs. Lois Powell, Account Manager, addressed the Authority and requested approval of the following resolution.

RESOLUTION #WS-20-67
COVID-19 – EXTENSION OF THE SERVICE DISCONNECTIONS

WHEREAS, On September 14, 2020, the State Corporation Commission (SCC) received correspondence from Governor Ralph S. Northam, requesting the Commission extend the moratorium through October 5, 2020; and

WHEREAS, NOW THE COMMISSION, upon consideration of this matter, is of the opinion and finds that it will extend the moratorium on jurisdictional utility service cut-offs through October 5, 2020, as requested by Governor Northam in his letter of September 14, 2020, in which he explained that he and the General Assembly need this additional time to address this issue in the ongoing General Assembly special session that began August 18, 2020; and

WHEREAS, The Commission, however, will not extend the moratorium beyond October 5, 2020. Since the Commission first imposed the moratorium on March 16, 2020, and have warned repeatedly that this moratorium is not sustainable indefinitely. The mounting costs of unpaid bills must eventually be paid, either by the customers in arrears or by other customers who themselves may be struggling to pay their bills. The Commission has further emphasized in past orders that “utility regulation alone” cannot solve the problem; and

WHEREAS, The Commission has urged the Governor and General Assembly to appropriate funds for direct financial assistance to those customers who are unable to pay their bills due to the COVID-19 pandemic, in order to avoid shifting these costs to other customers. The Commission hope the General Assembly uses this additional time to act on this recommendation; and

WHEREAS, the essential water and sewer services provided by GCWSA are funded through revenues generated from metered sales. Although service disconnections have been suspended during the time period covered in the initial SCC order and extension orders, charges are accruing and customers are responsible for payment of their water and sewer bill; and

IT IS, THEREFORE, HEREBY RESOLVED, that the Greenville County Water & Sewer Authority approves the following:

- 1) Customers who have suffered a documented substantial loss of income due to the COVID-19 pandemic are encouraged to contact the GCWSA business office and apply for a Cares grant. If approved, the grant funds will be applied directly to the customers past due utility charges; and
- 2) Customers in the arrears, which do not qualify for the Cares grant are encouraged to contact the Customer Service Manager, Lois Powell, to set up a 12-month payment plan. Customers who have entered into such extended payment plans and are current thereon, shall not have their utility service cut-off or be charged late penalties; and
- 3) Late payment penalties, will be applied to past due accounts as of September 22, 2020; and
- 4) Past due utility payments shall be made in full by October 7, 2020 or have an extended payment plan on file; and
- 5) Service disconnections for non-payment and reconnection fees will resume October 8, 2020.

Supervisor Conwell moved, seconded by Supervisor Astrop, to approve Resolution #WS-20-67. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Adjournment

There being no further business to discuss, Mr. Conwell moved, seconded by Mrs. Astrop, to adjourn. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

William B. Cain, Chairman
Greenville County Water and Sewer Authority